

CAMP ALDERSGATE, INC.
JOB DESCRIPTION
SPRING COMMUNICATIONS INTERN

JOB SUMMARY: Camp Aldersgate is seeking a Communications Intern who is full of creative ideas and eager to learn and contribute. The intern will gain insight into the communications, creative and public relations side of a nonprofit organization and provide concrete deliverables. This position requires an energetic, dedicated and detail-oriented individual who can manage multiple tasks.

SCHEDULE AND DURATION: This is a part-time internship expected to last 4-5 months, starting in January, with flexibility provided to accommodate academic commitments. Specific work schedules will be discussed and finalized during the hiring process. If both the intern and Camp Aldersgate agree, an extension of the internship may be granted for the summer.

RESPONSIBLE TO: Director of Communications

JOB DUTIES AND RESPONSIBILITIES:

- Fully support the organization's communications plan
- Create and design content
- Adhere to brand guidelines and complete projects in a timely manner
- Help maintain social media and write blogs
- Perform research and market analysis activities
- Assist in administrative duties as needed

MINIMUM QUALIFICATIONS:

- Current enrollment in an accredited degree program majoring in marketing, communication, graphic design, journalism, public relations or related degree
- Excellent verbal and written communication skills
- Solid understanding of the different social networks and their best practices
- Basic knowledge of layouts, typography and other graphic design fundamentals
- Experience with Canva or other design software
- Efficiency in Microsoft Office

PREFERRED QUALIFICATIONS:

- Knowledge of AP Style
- Experience with video editing software such as PremierePro
- Experience with Adobe Photoshop, Lightroom, InDesign & Illustrator

TO APPLY: Please send your resume and cover letter to bwilson@campaldersgate.net.